To change your company affiliation, click AFFILIATION CHANGE on the menu

Menu	
Name/Contact Info Chang	e
Renew Lidense	
Affiliation Chippe	
Status Change	
License Certification	
Branch Address Change	
Remove Affiliated License	es
Logout	

Licensing Home Page

The current license and any being applied for are displayed below.

To renew a license, click the Renew License link on the left. License renewal is due by the Expiration Date to avoid the \$100 late fee.

Name:	Jonathon	Doe
address.	o ornani i orn	200

Address: 1319 Argyll Topeka, KS 66603

Salesperson	Documents	Print License		
License Numb	en	00243584	License Status:	Active
ssue Date:		12/17/2019	Expiration Date:	12/1/2021
	0	ourse Datenory		Credits Takon
	Course Carepory			
Elective				0.00
	Mandatory Broker Core			0.00
	Map	denot y terrenter tereste		

Click CONTINUE then click NEXT STEP

Manage Affiliations

To proceed, click "Continue" below.

Licenses

Salesperson	Continue		
Lidense Number.	0024358	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021

Affiliation Change

To change your company affiliation(s), you must complete each step listed in the Menu on the left side of the screen.

Use the Next Step and Previous Step buttons on each page to navigate through the process. You may return to any step if you need to make changes.



Choose the appropriate option based on what you want to do:

Affiliation Information

I would like to:

Change	Move my license from the current company/branch to another one.
Add	Add an affiliation with a new company/branch while maintaining existing affiliation(s).
Remove	Remove an existing affiliation with a company/branch.

Removing all of your affiliations will place your license on inactive status.

If you select **CHANGE** or **ADD**, you must enter the new company information. Select the Office Type (Company/Branch) then enter the Company Number (ex. CO0000XXXX) and click **SEARCH**. Click the Company Name then click **COMPLETE**.

****NOTE:** If you select CHANGE, you must click the radio button next to your current company as shown below-failure to do so will result in an incomplete request.

Lice	ense Change			Add New Af	filiation		
Select a number the nam Note: ye Ex:BO0	affiliation to change, r below. Click "Sear ne to proceed. ou must enter the e 00001234	, then choose the office type an ch". Once you've found the new ntire company number including	d enter the company company/branch, click on g the prefix and all digits.	Select the office ty you've found the ne Note: you must ent Ex:BO00001234 Kansas State Agency: K	pe and enter the enter the company/b ter the entire c REC-Real Esta	he company number below. ranch, click on the name to company number including th	Click "Search". Once proceed. he prefix and all digits.
	Office Type	Company Number	Name	Once type C	ompany •	Search for a Com	nanyBranch
	Company	CO00003038	Doe - Test Realty	Company Number	0000000000	Search for a com	ponyibranen
Kar O	nsas State Agency: KREC-Re Office Type Select -	al Estate 🗸		_	Cancel	Search	
				_	Name		Status
Compan	ny Number	Search for a	Company\Branch	2	Doe - Inet	Really	Upen
	Cancel	Search		Important: A Sales the offices all have	person may of the same SUF	nly be affiliated with multiple ERVISING BROKER.	companies/branches if

Review the Request Summary for accuracy, click SUBMIT

Request Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

License

Salesperson				
Lidense Number:	00243584	License Status:	Active	
Issue Date:	12/17/2019	Expiration Date:	12/1/2021	

Name:

Jonathon Doe

Affiliation Changes

Company No	Name	Office Type	Relationship	Action
CO00003038	Doe - Test Realty	Company	1	Add

By clicking submit, I certify that I have notified my current supervising broker of the changes that I am requesting and, if my intent is to terminate my affiliation, have discussed any pending transactions and agreements.

When you have verified all information, click the **Submit** button to complete your request or send it for approval.



An email will be sent to the new company for approval- once they approve your request, it will be sent to KREC for processing; most requests process automatically within 5-10 minutes of approval. You can verify whether your request is complete by searching for your record here https://licensing.ks.gov/verification_krec/. You will receive an email indicating your affiliation with the previous company has been terminated within 1-2 business days.